**Awards of Excellence**

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| **HOW TO NOMINATE** |

Review the detailed [Categories and Criteria](https://hr.ontariotechu.ca/working_at_ot/awards_and_recognition/awards-of-excellence/index.php) for each category, eligibility and selection information.

Ensure nominee(s) agrees to be nominated. Attach written email consent.

Complete this form ensuring responses to the 3 questions address the criteria of the particular award category.

Request and collect 2 letters of support which may be from staff, students or faculty.

Scan and save the entire package under the nominee/team name and **submit to HR via email to** [**hrgeneral@ontariotechu.ca**](mailto:hrgeneral@ontariotechu.ca)

* Submissions may include video, images, animation, text, and/or audio, etc. criteria must be followed.
* Accomplishments may be from 2019 or 2020.

Contact jennifer.topping@ontariotechu.ca for any clarification.

**NOMINATION DEADLINE is April 28th, 2021**

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| **NOMINATOR INFORMATION** | | | | | | | | | |
| **Name** |  | | | | **Faculty/Department** | | |  | |
| **Email** |  | | | | **Phone** | | |  | |
| **I nominate** | |  | | | | | **As an/a** IndividualTeam | | |
| *Insert individual nominee name OR identify a “team name” for the group* | | | | |
| **In the following award category** *(select only one).*  **Rising Star**  **Ridgeback**  **Fiercely Ontario Tech University**  **U Make a Mark**  **Community Collaborator** | | | | | | | | | |
| *Note: The selection committee reserves the right to transfer nomination packages to a different awards category.* | | | | | | | | | |
| **NOMINEE INFORMATION** | | | | | | | | | |
| Complete the following information for each nominee/team member. For large teams, insert new rows as necessary OR submit a second cover page*.* | | | | | | | | | |
| **First Name**  **Last Name** | | **Faculty/Department** | **Job Title** | **Phone** | | **Nominee’s Supervisor’s Name** | | | **Nominee’s Consent** signature or attached written approval |
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*Keep in mind that information and quotes provided in this form or supporting documents could be included in speeches, publications and other communications materials as part of the event or future promotions.*

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| **QUESTIONS** |
| Response boxes will expand as you type. Answers should be comprehensive but succinct and limited to a maximum of 500 words per question. Whenever possible, provide specific examples directly related to award criteria. |

1. **What actions has the nominee/team taken that meet the award criteria and what have been the impacts of these actions?** Nominators should use concrete statements and specific, descriptive examples. Avoid general statements such as “works very hard,” or “is a good communicator”. Such statements are difficult to measure and evaluate.

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1. **How has this nominee/team gone above and beyond what is expected of them?** Nominators should reference the effort and initiative demonstrated by the nominee(s) relative to the nature of their role, the level of their authority within the organization, and their access to resources.

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1. **What attributes and qualities has the nominee/team displayed over the course of these achievements?** Concrete examples of these qualities and attributes in action are more helpful than a general list.

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| **LETTERS OF SUPPORT** |

**Attach 2 letters of support**: They may be from staff, students or faculty. Each letter should be a maximum of two pages in length. A good letter of support will address:

* The referee’s direct knowledge of the nominee and their work.
* The significance and impact of the nominee’s contributions as they pertain to the award criteria. This can be qualitative or quantitative.
* Relevant information that indicates the nominee’s contributions.

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| **NOMINEE SUMMARY** |

**Draft a 1-3 sentence executive summary** of the application. Think of it as an elevator pitch or something that we can use to describe the accomplishments at the awards ceremony to help people understand the nature of the nominee and their contribution.

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